



Walpole Primary School  
Nature-Culture-Future

# Student Online Use Policy



### Background

Walpole Primary School provides online services to students for learning related activities and strives to protect students from exposure to inappropriate online material. The Department of Education provides a level of content filtering that blocks sites based on category. Blocks are applied to sites that have been identified as unsuitable for the education market.

### Policy Rules

The principal will:

- communicate the requirements of this policy and procedures to any staff involved with the provision of online services for learning-related activities;
- only grant access to Department online services after receiving an Acceptable Use Agreement signed by the student and/or parent (for students under 18 years of age) or by the student (18 years and older);
- issue and maintain student passwords in accordance with the [Information Communication Technologies Security](#) policy;
- confirm students have received education about the risks and their responsibilities accessing the Department's online services and associated online activities;
- provide appropriate supervision for students using online services for learning related activities on school sites;
- take appropriate action in accordance with the [Behaviour Management Policy](#) where there is a breach of acceptable use; and
- apply the requirements of this policy and procedures when using Third Party Service Providers.
- only publish student images and work samples where permission has been received.



### **Procedures**

#### **Personal Information, Privacy and Confidentiality**

The principal must confirm that staff have educated students of the risks associated with any online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online material or activities.

Such behaviours could include:

- understanding their rights as a child for safety, respect and privacy;
- identifying behaviours online from adults or students which are inappropriate or unsafe;
- seeking help from people within their trusted adult network;
- knowing where to find support when they are being cyberbullied or receiving unwanted contact;
- using appropriate practices for the physical and logical storage and security of digital information such as not storing private information on public websites;
- applying appropriate protocols when using ICT to safely create, communicate or share information such as posting to social media;
- never publishing or disclosing the email address of a staff member or student without that person's explicit permission; and
- taking care when revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.



### **Publishing Student Images and Information**

The principal must:

- confirm that permission to publish work or images of students has been received; and
- approve any material planned for publication on the internet or intranets and confirm it has appropriate copyright and privacy clearance.

Identifying information that accompanies published student images on the internet should be limited. Only use photos of students in regular school uniform or day clothing when publishing on the school's intranet or internet. A letter giving Permission to Publish Student Images and Work for School Purposes is attached. Photographs of single students (except where receiving an award or similar) and of students in swimming costumes or similar clothing should be avoided (this applies to images in school newsletters, school handbooks etc.).

### **Third Party Service Providers of Online Applications**

Online third party services often require separate account creation and login credentials, and provide content, activities or transactions via the internet. Services such as Mathletics, Google Apps for Education, Seesaw, Studyladder, Reading Eggs, ClassDojo and Remind often require Schools to provide personal information of student and/or parents.

Effective from January 2021, site managers will be required to:

- identify third party services which hold personal information for students;
- confirm a risk assessment of the Third Party Service Provider has been undertaken by the Department and a Third Party Service Risk Report is available; and
- implement the appropriate notification or consent option for an individual or their parent as specified in the Third Party Service Risk Report.

Sample Third Party Service Provider notification and consent forms are provided as an Appendix.

**Risk assessment and consent are not required for Department-provided online services.**



### Student Misuse

Site Managers will take appropriate action in accordance with [Child Protection in Department of Education Sites](#) Policy and Procedures and the school's Behaviour Management Plan where there is an alleged misuse of online services or breach of acceptable use.

Site Managers and staff should:

- follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable use, for example by investigating any reported misuse and, where possible, accurately retracing misuse to the offender;
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach (for example counselling, parental involvement, police involvement), and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff or students by keeping a record of the nature and the location of the offensive inappropriate material and hiding/removing/deleting it wherever possible.

### Receiving Inappropriate Material

Site Managers must communicate to teaching staff the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public. This information can be found:

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/child-protection-in-department-of-education-sites.en?cat-id=3457100>

Content that is considered unsuitable or harmful to students includes material that is pornographic, racist, sexist, inflammatory, threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities or violence.

<b>Name of Document</b>	Student Online Use Policy
<b>Author</b>	Chris Cook
<b>Approved by</b>	School Board
<b>Date of Approval</b>	March 2020
<b>Date of next review</b>	2023
<b>Revision History</b>	



## Appendix 1: Letter to Parents

Dear Parents

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services. The Department's online services currently provide students with access to: individual email accounts; the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school; online teaching and learning services such as Connect, web-conferencing and digital resources; online file storage and sharing services; and LOTE online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the Acceptable Use Agreement to your child before the permission slip is signed. Both forms should be returned to school so that an online services account can be created for your child.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

Yours sincerely,



## Appendix 2: Permission for Students to Have an Online Services Account

**Student:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Parent

- I give permission for my child to have an online services account.  
 I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Behaviour Management Policy.

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.



## Appendix 3– Online Services Acceptable Use Agreement

I agree to follow the rules set out below when I use the Department provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people’s pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school’s computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_





## Appendix 4: Permission to Publish Images and Work for School Purposes

Dear Parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by (SCHOOL TO INSERT DATE). Once signed, the consent will remain effective until such time as you advise the school otherwise.

PERMISSION (do not detach) I agree to the videoing or photographing of my child and my child's school work during school activities for use by the Walpole Primary School and the Department of Education in the ways stated above.

I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.

Name of student: \_\_\_\_\_ Year: \_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This consent form should be filed by the school and a copy provided to the parent.



## Appendix 5: Requesting Consent to Disclose Personal Information to Third Party Services

The following third party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service before we do so.

Name of Service	Type of service	What do I need to know	Further information	Consent
Name e.g. Education Software Link to website e.g. www.education.software.com	Library Management System	Information provided: Student name, class, school, and student email. How the information is used: To provide a profile for students in order to borrow books and communicate with the librarian. Where the information is stored: Sydney, Australia	Link to service privacy policy e.g. www.educationsoftware.com/privacy-policy/ Link to service terms of use e.g. www.educationsoftware.com/tou/	

### Student Online Use Policy

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

Please contact the school if you have any queries.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_